

# **Abandoned and Derelict Vessel Removal Program Guidelines**

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Washington Department of Natural Resources  
Aquatic Resources Program Policy Unit  
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**IF YOU HAVE A VESSEL THAT IS IN DANGER OF SINKING PLEASE CONTACT  
THE APPROPRIATE AGENCY AS LISTED BELOW**

**Emergency Information**

All emergency contact procedures (relative to sinking vessels) that were in place prior to the passage of RCW 79.100 remain in effect. The resulting statutes and these procedures do not change any of the emergency contact requirements.

**Marine Emergencies**

For all marine emergencies in Puget Sound and in the Pacific Ocean north of Grays Harbor (N 47°-00'), staff should notify:

- **USCG Seattle Marine Safety Office 24-hour emergency response at (206) 217-6231**

For marine emergencies in the Pacific Ocean from Grays Harbor south and on the Columbia River, staff should notify:

- **USCG Portland Marine Safety Office 24-hour emergency response at (503) 240-9301**

**Reporting an Oil Spill or Spill of other Hazardous Substances**

All spills or releases of oil or other hazardous substances on water or land should be reported to the:

- **U.S. National Response Center at (800) 424-8802**
- **Washington State Department of Emergency Management at (800) 258-5990**
- **Washington Department of Ecology 24-hour Spill Response Hot line at (360) 407-6300**
- **Washington DNR's Natural Resource Damage Representative at (360) 902-1064**

**Contacting the Derelict Vessel Removal Program Manager**

All marine emergencies, including spills or releases of oil or other hazardous substances on water, related to potential derelict or abandoned vessels on state-owned aquatic land should be reported to the:

- **DNR DVRP Program Manager at 360 902-1100 or at [DVRP@wadnr.gov](mailto:DVRP@wadnr.gov)**

## Table of Contents

<b>MARINE EMERGENCIES .....</b>	<b>i</b>
<b>REPORTING AN OIL SPILL OR SPILL OF OTHER HAZARDOUS SUBSTANCES .....</b>	<b>i</b>
<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1 LEGISLATIVE FINDINGS .....	1
1.2 STATUTORY AUTHORITY .....	1
<b>2. DEFINITIONS .....</b>	<b>1</b>
2.1 ABANDONED VESSEL.....	2
2.2 AQUATIC LANDS .....	2
2.3 AUTHORIZED PUBLIC ENTITY .....	2
2.4 DERELICT VESSEL.....	2
2.5 DERELICT VESSEL REMOVAL ACCOUNT .....	2
2.6 HAZARDOUS SUBSTANCE .....	3
2.7 IN THE SAME AREA .....	3
2.8 MOORAGE FACILITY.....	3
2.9 OWNER .....	3
2.10 VESSEL .....	3
<b>3. ROLES AND RESPONSIBILITIES .....</b>	<b>3</b>
3.1 PRIVATE LANDOWNERS, LESSEES, AND OPERATORS .....	3
3.1.1 Private Moorage Facilities .....	4
3.2 AUTHORIZED PUBLIC ENTITIES .....	4
3.2.1 Jurisdiction.....	4
3.2.2 Permissive Authority .....	4
3.3 WASHINGTON DEPARTMENT OF NATURAL RESOURCES .....	4
3.3.1 Derelict Vessel Removal Program Coordination.....	5
3.3.2 Major Land Manager .....	5
3.3.3 DNR as an Authorized Public Entity.....	5
3.3.4 Requesting DNR to Assume Primary Responsibilities of Another APE.....	6
3.3.4.1 Ability of the Primary APE to Fund the Removal.....	7
3.3.4.2 Technical Complexity of the Removal .....	7
3.3.4.3 Availability of DVRA Funds .....	7
3.3.4.4 Availability of DNR Funds for 25% Contribution .....	7
3.3.4.5 Property Ownership .....	7
3.4 WASHINGTON DEPARTMENT OF FISH AND WILDLIFE.....	7
3.5 WASHINGTON STATE PARKS AND RECREATION COMMISSION .....	8
3.6 WASHINGTON PUBLIC PORTS .....	8
3.7 METROPOLITAN PARK DISTRICTS .....	8
3.8 TOWN, CITY, OR COUNTY GOVERNMENT .....	8
3.9 U.S. COAST GUARD.....	9
3.10 U.S. ARMY CORPS OF ENGINEERS .....	9
3.11 WASHINGTON DEPARTMENT OF ECOLOGY .....	9
<b>4. VESSEL IDENTIFICATION AND REPORTING .....</b>	<b>9</b>

4.1	VESSEL IDENTIFICATION .....	9
4.2	VESSEL REPORTING .....	10
<b>5.</b>	<b>REIMBURSEMENT PRIORITIZATION CRITERIA .....</b>	<b>10</b>
5.1	PURPOSE .....	10
5.2	PRIORITY 1 .....	10
5.2.1	Priority 1A.....	10
5.2.2	Priority 1B.....	11
5.2.3	Priority 1C.....	11
5.2.4	Priority 1D.....	11
5.3	PRIORITY 2 .....	11
5.3.1	Priority 2A.....	11
5.3.2	Priority 2B.....	11
5.4	PRIORITY 3 .....	12
5.4.1	Priority 3A.....	12
5.4.2	Priority 3B.....	12
5.4.3	Priority 3C.....	12
5.4.4	Priority 3D.....	12
5.4.5	Priority 3E.....	12
5.4.6	Priority 3F .....	12
5.5	PRIORITY 4 .....	13
5.5.1	Priority 4A.....	13
5.5.2	Priority 4B.....	13
5.5.3	Priority 4C.....	13
5.6	PRIORITY 5 .....	13
<b>6.</b>	<b>NORMAL REMOVAL PROCEDURES .....</b>	<b>13</b>
6.1	ASSURANCE OF FUNDS.....	13
6.1.1	Requesting an Assurance of Funds .....	13
6.1.2	Contracts .....	14
6.1.3	Progress Payments .....	14
6.2	OBTAINING CUSTODY OF A VESSEL .....	14
6.2.1	Notice Requirements.....	14
6.3	CONTESTING CUSTODY.....	15
6.4	REQUIREMENTS FOR REMOVAL.....	15
6.4.1	Custody .....	15
6.4.2	State Environmental Policy Act (SEPA) Review .....	15
6.4.3	Shoreline Permit.....	15
6.4.4	Hydraulic Project Approval .....	15
6.4.5	Right of Entry.....	16
6.4.6	Federal Permits .....	16
6.4.7	Local Permits and Authorizations .....	16
6.4.8	Air Pollution Control Board.....	16
6.5	USE OR DISPOSAL OF THE VESSEL.....	17
6.5.1	Auction.....	17
6.5.2	Proceeds of Sale .....	17
6.5.3	Actions to Prevent Future Abandonment.....	17

6.5.4	Ocean Disposal .....	17
6.6	REIMBURSEMENT .....	17
6.6.1	Reimbursement by Vessel Owner.....	17
6.6.2	Actions to Recover Reimbursement from Vessel Owner .....	18
6.6.3	Reimbursement from the Derelict Vessels Removal Account (DVRA) .....	18
6.6.3.1	Reasonable Search Effort.....	18
6.6.3.2	Insolvency .....	18
6.6.4	DVRA Priorities.....	18
6.6.4.1	Emergency Removal Funds .....	19
6.6.5	Requesting Reimbursement from DVRA .....	19
6.6.6	Funding Cycles .....	19
6.6.7	Reimbursable Expenses .....	20
6.6.7.1	Administrative Costs.....	20
6.6.7.2	Environmental Damage Costs.....	20
6.6.7.3	Costs of Removing Hazardous Materials .....	20
6.6.8	Multiple APEs.....	20
<b>7.</b>	<b>EMERGENCY REMOVAL PROCEDURES .....</b>	<b>21</b>
7.1	ACTIVATING EMERGENCY RESPONSE PROCEDURES .....	21
7.2	AUTHORITY.....	21
7.3	PRIORITIZATION .....	21
7.4	CONTACT REQUIREMENTS .....	21
7.4.1	Marine Emergencies .....	21
7.4.2	Reporting an Oil Spill or Spill of other Hazardous Substances .....	22
7.5	REIMBURSEMENT .....	22
7.5.1	Emergency Removal Funds .....	22
7.5.2	Assurance of Funds .....	22
 <b>APPENDICES</b>		
<b>APPENDIX A: AGENCY CONTACT INFORMATION.....</b>		<b>23</b>
<b>APPENDIX B: DERELICT VESSEL REPORTING FORM .....</b>		<b>25</b>
<b>APPENDIX C: FUNDING PRIORITIZATION AND DNR REMOVAL PRIORITIZATION FLOWCHART .....</b>		<b>26</b>
<b>APPENDIX D: REQUEST FOR ASSURANCE OF FUNDS.....</b>		<b>27</b>
<b>APPENDIX E: ASSURANCE OF FUNDS CONTRACT.....</b>		<b>31</b>
<b>APPENDIX F: REIMBURSEMENT REQUEST FORM.....</b>		<b>35</b>
<b>APPENDIX G: REIMBURSEMENT PROCESSING FLOWCHART.....</b>		<b>39</b>
<b>APPENDIX H: CHANGE IN PRIMARY RESPONSIBILITY REQUEST FORM.....</b>		<b>40</b>

## **1. Introduction**

The Washington State Department of Natural Resources' (DNR's) Derelict Vessel Removal Program (DVRP) is the first program in the state with a comprehensive mechanism for addressing the problem of derelict or abandoned vessels in the waters of the state. The program provides funding and expertise to assist authorized public entities (as defined in the legislation) in the removal and disposal of vessels across the state. The DNR has created a web page that provides more information on the program and has links to forms and applications. This site also provides information on the Derelict Vessel Removal Program account balance, notices, and postings. The web site is updated regularly and may be found at:

[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)

This document explains the various aspects of the program, how DNR will operate within the program as an authorized public entity (APE), and how other APEs will operate to ensure they follow the intent of the legislature and stay within the authorities granted in statute.

### **1.1 Legislative Findings**

The legislature finds that there has been an increase in the number of derelict and abandoned vessels that are either grounded or anchored upon publicly or privately owned submerged lands. These vessels are public nuisances and safety hazards as they often pose hazards to navigation, detract from the aesthetics of Washington's waterways, and threaten the environment with the potential release of hazardous materials. The legislature found that the increased costs associated with the disposal of derelict and abandoned vessels is substantial, and that in many cases there is no way to track down the current vessel owners in order to seek compensation. As a result, the cost associated with the removal of derelict vessels becomes a burden on public entities and the taxpaying public.

### **1.2 Statutory Authority**

The authority extended to authorized public entities (APEs) through the passage of RCW 79.100 is intended to provide local public entities the tools and funding to deal with the public nuisances and safety hazards caused by abandoned and derelict vessels. The procedures for taking custody of these vessels eliminate the long, complex legal process of determining responsibilities that used to exist. It is not intended to be the only remedy available to APEs. Also, it was not intended to limit or constrain the ability and authority of an APE to enact and enforce ordinances or other regulations relating to derelict and abandoned vessels, or to take any actions authorized by federal or state law in responding to derelict or abandoned vessels. The authority granted to APEs is permissive under the statute RCW 79.100, and no authorized public entity has a duty to exercise the authority. No liability attaches to an authorized public entity that chooses not to exercise this authority.

## **2. Definitions**

Unless otherwise noted, the following definitions are taken from the derelict vessel statutes and can be found in RCW 79.100.010.

2.1 Abandoned Vessel

A vessel is considered abandoned if the vessel's owner is not known or cannot be located, or if the vessel's owner is known and located but is unwilling to take control of the vessel, and the vessel has been left, moored, or anchored in the same area without the express consent, or contrary to the rules, of the owner, manager, or lessee of the aquatic lands below or on which the vessel is located for either a period of more than thirty consecutive days or for more than a total of ninety days in any three hundred sixty-five day period.

2.2 Aquatic Lands

Aquatic lands include all tidelands, shorelands, harbor areas, and the beds of navigable waters, including lands owned by the state and lands owned by other public or private entities.

2.3 Authorized Public Entity

An authorized public entity can be any of the following: the department of natural resources; the department of fish and wildlife; the parks and recreation commission; a metropolitan park district; a port district; and any city, town, or county with ownership, management, or jurisdiction over the aquatic lands in Washington State where an abandoned or derelict vessel is located.

2.4 Derelict Vessel

A vessel is considered derelict if the vessel's owner is known and can be located, and exerts control of a vessel that:

- a) Has been moored, anchored, or otherwise left in the waters of the state or on public property contrary to chapter 79.01.760 RCW or rules adopted by an authorized public entity;
- b) Has been left on private property without authorization of the owner; or
- c) Has been left for a period of seven consecutive days, and:
  - i. Is sunk or in danger of sinking;
  - ii. Is obstructing a waterway, or
  - iii. Is endangering life or property.

2.5 Derelict Vessel Removal Account

The derelict vessel removal account is created in the state treasury. All receipts from RCW 79.100.050 and 79.100.060 and those moneys specified in RCW 88.02.030 and 88.02.050 must be deposited into the account. Money in the account may only be spent after appropriation. Expenditures from the account shall be used by the DNR to reimburse authorized public entities for seventy-five percent of the total reasonable and auditable administrative, removal, disposal, and environmental damage costs of abandoned or derelict vessels, not covered under other authorities, when the previous owner is either unknown after a reasonable search effort or insolvent.

2.6 Hazardous substance

A hazardous substance is any dangerous or extremely hazardous waste as defined in RCW 70.105.010 (5) and (6), or any dangerous or extremely dangerous waste as designated by rule under chapter 70.105 RCW; any hazardous substance as defined in RCW 70.105.010(14) or any hazardous substance as defined by rule under chapter 70.105 RCW; any substance that, on the effective date of this section, is a hazardous substance under section 101(14) of the federal cleanup law, 42 U.S.C., Sec. 9601(14); petroleum or petroleum products; and any substance or category of substances, including solid waste decomposition products, determined by the director by rule to present a threat to human health or the environment if released into the environment. The term hazardous substance does not include any of the following when contained in an underground storage tank from which there is not a release: Crude oil or any fraction thereof or petroleum, if the tank is in compliance with all applicable federal, state, and local law. (WAC 173-340-200)

2.7 In the Same Area

A vessel is considered to be in the same area if it is within a radius of five miles of any location where the vessel was previously moored or anchored on aquatic lands.

2.8 Moorage facility

Moorage facility means any properties or facilities owned or operated by any port district, city, town, metropolitan park district, or county, which are capable of use for the moorage or storage of vessels. (RCW 53.08.310 (3) and (4))

2.9 Owner

An owner can be any natural person, firm, partnership, corporation, association, government entity, or organization that has a lawful right to possession of a vessel by purchase, exchange, gift, lease, inheritance, or legal action whether or not the vessel is subject to a security interest.

2.10 Vessel

Vessel means every species of watercraft or other artificial contrivance capable of being used as a means of transportation on water and which does not exceed two hundred feet in length. It also includes any trailer used for the transportation of watercraft.

### **3. Roles and Responsibilities**

For a reference to agency contact information see Appendix A.

3.1 Private Landowners, Lessees, and Operators

If an abandoned or derelict vessel is located on privately owned aquatic lands, and the owner of the vessel is not known or cannot be located, the owner, operator, or lessee of the moorage facility or the owner of the aquatic lands has the primary responsibility for the removal of the vessel. This responsibility, however, will



have to be affected by most private entities under common law or trespass law since RCW 79.100 does not empower private entities to remove vessels.

3.1.1 Private Moorage Facilities

The ability of a private moorage facility to secure a vessel, move it ashore for storage, and the subsequent sale of that vessel, as described in RCW 88.26.020 are unchanged.

3.2 Authorized Public Entities

An Authorized Public Entity (APE) has the authority, subject to the processes and limitations outlined in statute (79.100 RCW) to store, strip, use, auction, sell, salvage, scrap, or dispose of an abandoned or derelict vessel found on or above aquatic lands within the jurisdiction of the authorized public entity in a manner that best benefits the citizens of the state and minimize environmental impacts.

3.2.1 Jurisdiction

The jurisdiction of an APE is the territorial range over which it has the authority to allow, permit, or otherwise condition public activities.

For vessels not at a moorage facility, an APE with jurisdiction over the aquatic lands where the vessel is located may, at its discretion, request to assume primary responsibility for that particular vessel from the owner of the aquatic lands, including state or privately owned aquatic lands, where the vessel is located. For example, if a vessel is abandoned on aquatic lands owned by a private citizen, any APE with jurisdiction over the aquatic lands, such as a county or city government, may apply the powers granted in chapter 79.100 RCW on that vessel if authorization is granted by the owner of the aquatic lands on which the vessel is located.

3.2.2 Permissive Authority

The authority granted an APE by statute (79.100 RCW) is permissive, and no APE has a duty to exercise the authority. No liability attaches to an APE that chooses not to exercise this authority.

3.3 Washington Department of Natural Resources

The Washington Department of Natural Resources (DNR) does not have spill or emergency response capabilities or responsibilities similar to the U.S. Coast Guard, U.S. Army Corps of Engineers, or Washington State Department of Ecology (their roles and responsibilities are listed below in sections 3.2, 3.3, and 3.4). DNR's role and responsibilities in the derelict vessel removal program are to act as primary program coordinator, an Authorized Public Entity (APE), and as a major land manager who is charged with the responsibility for managing the state's 2.4 million acres of state-owned aquatic lands.

3.3.1 Derelict Vessel Removal Program Coordination

The Derelict Vessel Removal Program (DVRP) manager provides technical information and coordination to APEs (acting under the authority of RCW 79.100) when they are removing and disposing of derelict and abandoned vessels. Program coordination focuses on managing the Derelict Vessel Removal Program account and reimbursing APEs for authorized expenditures. To ensure that other authorized public entities are kept apprized of the account, the DVRP account balance and the funds available in the account for removals are posted and updated on its web site at:

[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html).

3.3.2 Major Land Manager

DNR's role and responsibility as the land manager of state-owned aquatic lands is to encourage direct public use and access to the waters of the state, to foster water dependent uses, to ensure environmental protection, and to utilize renewable resources. In addition, DNR generates revenue from the use of state-owned aquatic lands when it is consistent with the above-mentioned goals and uses. As the land manager acting on the state's behalf, DNR desires to build partnerships with local, state, and federal agencies, tribes, businesses, and community groups to develop environmentally sound uses of state owned aquatic lands, increase public access, support aquatic resource protection and enhancement projects, and cooperatively prepare shared plans and goals, consistent with the DNR's statutory obligations.

The primary responsibility to remove a derelict or abandoned vessel belongs to the owner, operator, or lessee of the moorage facility or the aquatic lands where the vessel is located. Acting on the state's behalf, DNR has the primary responsibility to remove derelict or abandoned vessels that are on state-owned aquatic lands. Under RCW 79.100, DNR shares this primary responsibility with lessees and operators of state-owned aquatic lands (such as marina lessees, ports, and the Washington Department of Transportation). APEs with jurisdiction may request to assume DNR's primary responsibility to remove derelict or abandoned vessels from state-owned aquatic lands.

3.3.3 DNR as an Authorized Public Entity

DNR is named in RCW 79.100 as an Authorized Public Entity (APE). DNR shares its APE status with other state and local agencies. As an APE, DNR may use its own assets or contract with other entities to remove and demolish derelict or abandoned vessels. For derelict or abandoned vessels that are located on state-owned aquatic lands, DNR is both an APE and the manager of lands owned by the state, which gives DNR primary removal responsibility. In the case where a port, city, county, or other state agency

acts on DNR's behalf as the manager of state-owned aquatic land, that entity would be the APE with primary removal responsibility.

As an Authorized Public Entity, it is DNR's policy to request local entities with jurisdiction to assume the lead APE role for vessel removal. The DVRP manager has responsibility for contacting the local APEs. The DVRP manager shall assess each situation, and, in consultation with the Division and Region Manager and using the criteria in DVRP guidance, determine if DNR will request local APEs with jurisdiction (cities, counties, or ports) to assume responsibility for vessel removal. If the city, county, or port cannot or will not assume responsibility, DNR may use its own assets or contract with other entities to remove and dispose of derelict or abandoned vessels. If an external APE requests assurance of funds or a reimbursement of funds, this shall also be considered the request to assume the lead APE role.

If the authorized public entity with the primary removal responsibility is unwilling or unable to exercise the authority granted by RCW 79.100, it may request that DNR assume the authorized public entity's authority for a particular vessel. The DNR may, at its discretion, assume the APE's authority after being requested to do so. The criteria DNR will consider when deciding whether or not to assume an APE's authority for a vessel can be found in Section 3.3.4.

The priorities for removal of vessels for which DNR is the APE with primary responsibility are identical to the funding prioritization criteria shown in Section 5 (see Appendix C). These priorities apply only to DNR and are not intended to determine the removal priorities of other APEs.

#### 3.3.4 Requesting DNR to Assume Primary Responsibilities of Another APE

If an APE has the primary responsibility for a vessel and is unwilling or unable to exercise its authority, it may request that DNR assume the APE's authority for the vessel. This would be the case when another APE owned, leased, or operated aquatic lands, or when another APE had been authorized by an owner, lessee, or operator of aquatic lands to act on their behalf.

To request that the DNR assume the APE's authority for a vessel, the APE must complete a Change of Primary Responsibility request form (see Appendix H) and submit it to the Derelict Vessel Removal Program. The DNR may, at its discretion, assume the APE's authority for a particular vessel after being requested to do so. The criteria DNR will use to determine whether or not it will assume an APE's authority for a vessel include, but are not limited to:

3.3.4.1 Ability of the Primary APE to Fund the Removal

Primary APEs that do not have the financial ability to fund the removal, but are willing to partner and/or share costs may use this as a reason to request DNR take responsibility for the removal of a vessel. Primary APEs with the ability to fund a vessel removal will be required to demonstrate that other conditions exist that would justify DNR assuming responsibility for the removal of that vessel.

3.3.4.2 Technical Complexity of the Removal

If the technical complexity of a removal operation exceeds the ability of the primary APE to perform the operation, it may request DNR assume responsibility for the removal. Factors adding to the technical complexity of a removal include, but are not limited to, extensive permitting, sensitive environmental conditions, coordination between multiple entities and agencies, large quantities of hazardous materials, and complex legal considerations.

3.3.4.3 Availability of DVRA Funds

When considering whether or not to assume primary responsibility for the removal of a vessel when requested to do so by another APE, DNR will consider if DVRA funds or other funds are available for reimbursement of project costs. In the case where DVRA funds are not available but can be secured through an assurance of future funds, DNR may choose to accept primary responsibility for the removal of the vessel.

3.3.4.4 Availability of DNR Funds for 25% Contribution

When considering whether or not to assume responsibility for the removal of a vessel when requested to do so by another APE, DNR will consider the availability of funds to cover its 25% contribution of the total cost for the removal (matching funds). Normally, DNR will not accept responsibility for a vessel removal if the 25% matching funds are not available.

3.3.4.5 Property Ownership

DNR will take into consideration whether a public or private entity owns the aquatic lands where the vessel is located. Ownership will be considered to ensure that DVRA funds and the resources of DNR are committed to providing the maximum benefit possible to the citizens of the state.

3.4 Washington Department of Fish and Wildlife

The Washington Department of Fish and Wildlife (WDFW) is named in RCW 79.100 as an APE. WDFW is also the agency that issues hydraulic project approvals for vessel removals that require work to be done in the waters of

Washington (see Section 6.6.4 in Normal Procedures). They may use their own assets or contract with other entities to remove derelict and abandoned vessels. WDFW also has a primary responsibility to remove derelict and abandoned vessels that are located in areas where WDFW is an owner, lessee, or operator of aquatic lands.

3.5 Washington State Parks and Recreation Commission

The Washington State Parks and Recreation Commission (Parks) is named in RCW 79.100 as an APE. They may use their own assets or contract with other entities to effect marine salvage operations. Parks also has a primary responsibility to remove derelict and abandoned vessels that are located in areas where Parks is an owner, lessee, or operator of aquatic lands.

The authority of Parks to secure unauthorized vessels or those vessels considered a nuisance or that are in danger of sinking or creating other damage to a Parks' facility as outlined in RCW 79A.65.020 is unchanged. However Parks now has access to DVRA funds for reimbursement of up to 75% of the costs incurred while removing and disposing of these vessels.

3.6 Washington Public Ports

Washington public ports are named in RCW 79.100 as APEs. They may use their own assets or contract with other entities to effect marine salvage operations. Ports also have a primary responsibility to remove derelict and abandoned vessels that are located in areas where ports own, lease, or operate aquatic lands.

The authority of a port moorage facility, as defined in RCW 53.08.320, to establish rules, and procedures to enforce them, regarding the expeditious collection of port charges remain unchanged. However, port moorage facilities now have access to funds in the DVRA for reimbursement of up to 75% of the cost of enforcement procedures. In the event a port moorage facility exercises its authorities as outlined in RCW 53.08.320, it may seek reimbursement from the DVRA by following the procedures as outlined in this guideline, specifically, Section 6.6.

3.7 Metropolitan Park Districts

Metropolitan park districts in Washington are named in RCW 79.100 as APEs. They may use their own assets or contract with other entities to effect marine salvage operations. Metropolitan park districts also have a primary responsibility to remove derelict and abandoned vessels that are located in areas where ports own, lease, or operate aquatic lands.

3.8 Town, City, or County Government

The role of any city, town or county in Washington with jurisdiction over aquatic lands in the derelict vessel removal program is that of an APE. They may use their own assets or contract with other entities to effect marine salvage operations. Towns, cities, or counties also have a primary responsibility to remove derelict

and abandoned vessels that are located in areas where they own, lease, or operate aquatic lands.

3.9 U.S. Coast Guard

The USCG's Marine Environmental Response Branch executes the federally designated on-scene coordinator's responsibility to ensure proper response actions are taken to minimize impacts to the environment in the event of a chemical or oil release. Each incident is investigated to determine if a responsible party can be identified and whether legal actions are warranted. Response actions are carried out in accordance with the Northwest Area Contingency Plan. The USCG is not responsible for vessel removals and is not authorized to spend federal or DVRA money on the removal of vessels. The USCG is not an APE under RCW 79.100.

3.10 U.S. Army Corps of Engineers

The USACE is responsible for coordinating its wreck removal program with the U.S. Coast Guard to protect the federal interests in navigation and safety. Obstructions that impede or stop commercial navigation or pose an immediate and significant threat to life, property, or structures that facilitate navigation, may be removed by the USACE under the emergency authority of section 20 of the Rivers and Harbors Act of 1899. In other non-emergency situations, all reported obstructions would be evaluated for impacts to safe navigation and the need for removal. Obstructions, which are not a hazard to general navigation, will not be removed by the USACE. Vessel removals by the USACE are generally limited to vessels that impact the Marine Transportation System or pose a threat to federally maintained channels or property. The USACE also administers the Nationwide Permit #22 which regulates at a federal level the removal of vessels from navigable waters. The USACE is not an APE under RCW 79.100.

3.11 Washington Department of Ecology

The Washington Department of Ecology (Ecology) responds to emergency incidents involving actual or potential releases and spills of oil and hazardous materials that have the potential to harm the natural environment and affect public health. Spill response teams based in Olympia, Seattle, Yakima, and Spokane provide 24-hour, year-round response service. In addition, Ecology is the state designated on-scene coordinator whenever oil or hazardous material is spilled in water. Ecology does not have any of the authorities extended to APEs.

## **4. Vessel Identification and Reporting**

4.1 Vessel Identification

To identify an abandoned or derelict vessel, the party should get the vessel name and identification number if there is one present, get a description of the vessel size (length and width), color, type, and try to identify what type of fuel the vessel uses and determine whether or not there are any hazardous materials visually present. Describe the general location of the vessel, the date, approximate depth of water, and who's property the vessel is located on, if known. The reporting

party should write down any additional comments or features that will help describe the site or provide further information, to the extent possible without endangering their health or safety.

#### **4.2 Vessel Reporting**

Anyone may report a vessel to the program. Derelict vessel reporting forms (see Appendix B) may be obtained from the program web site, which can be found at [http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html). Reporting forms may also be requested by contacting the Derelict Vessel Removal Program Manager at (360) 902-1100. Once the report is received, an identification number will be given to that reporting form, and a funding prioritization number will be given to the vessel based on the information that is reported. Section 5.1 below describes the Funding Prioritization Criteria.

### **5. Reimbursement Prioritization Criteria**

#### **5.1 Purpose**

Priority for use of the derelict vessel removal account (DVRA) is for abandoned and derelict vessels that are in danger of sinking, breaking up, or blocking navigation channels, or that present environmental risks such as leaking fuel or other hazardous substances (see Appendix C). The criteria listed below are intended to assign each abandoned or derelict vessel a priority for reimbursement from the DVRA. These criteria do not determine the order in which vessels are removed. The criteria below further prioritize vessels within the major categories listed above.

#### **5.2 Priority 1**

A Priority 1 vessel is a vessel considered in imminent danger of sinking, that is, it will sink without immediate intervention. If a vessel is in imminent danger of sinking, and the U.S.C.G. directs the vessel to be moored or anchored, the U.S.C.G. must notify the landowner of its intent. If a vessel is in imminent danger of sinking, and the Department of Ecology under its Spill Prevention, Preparedness and Response Action authority knows this vessel is going to sink, and the owner is not able to take responsibility for the vessel, the Department of Ecology should contact the Derelict Vessel Removal Program Manager at 360-902-1100 to coordinate a potential removal and disposal plan. Priority 1 vessels are further prioritized as follows:

##### **5.2.1 Priority 1A**

Priority 1A vessels are those vessels that, if allowed to sink, will be responsible for significant impacts to human health or safety. Severity of potential threats to human health shall be evaluated based on:

- a) Extent of population at risk;
- b) The toxicity or hazard potential of the hazardous substance(s);
- c) Threats to human food web;
- d) Volume of hazardous substance(s) released;

- e) Proximity of release to potential receptors, and
- f) Potential for contamination of drinking water.

5.2.2 Priority 1B

Priority 1B vessels are those vessels that, if allowed to sink, will be responsible for significant impacts to the environment, including natural resource damages. Severity of potential environmental hazard shall be evaluated based on:

- a) Extent of wildlife population at risk;
- b) The toxicity or hazard potential of the hazardous substance(s);
- c) Threats to wildlife food web;
- d) Volume of hazardous substance(s) released, and
- e) Proximity of release to potential receptors.

5.2.3 Priority 1C

Priority 1C vessels are those vessels that, if allowed to sink, will be responsible for significant impacts to navigation.

5.2.4 Priority 1D

Priority 1D vessels are those vessels that are in imminent danger of sinking, but if allowed to sink, will not have the potential to significantly impact human health or safety, the environment, or navigation.

5.3 Priority 2

Priority 2 vessels are those vessels, floating or sunken, that pose a direct threat to human health and safety. Priority 2 vessels are further prioritized as follows:

5.3.1 Priority 2A

A Priority 2A vessel is any vessel, floating or sunken, which presents an acute or immediate threat to human health. Severity of potential threats to human health shall be evaluated based on:

- a) Extent of population at risk;
- b) The toxicity or hazard potential of the hazardous substance(s);
- c) Threats to human food web;
- d) Volume of hazardous substance(s) released;
- e) Proximity of release to potential receptors, and
- f) Potential for contamination of drinking water.

5.3.2 Priority 2B

A Priority 2B vessel is any vessel, floating or sunken, which presents an acute or immediate threat to human safety. Severity of potential threats to human safety shall be evaluated based on:

- a) Extent of population at risk;
- b) The toxicity or hazard potential of the hazardous substance(s);
- c) Threats to human food web;
- d) Volume of hazardous substance(s) released;



- e) Proximity of release to potential receptors, and
- f) Potential for contamination of drinking water.

#### 5.4 Priority 3

A Priority 3 vessel is any vessel, floating or sunken, that poses a direct threat to any of the elements of the natural environment as listed in WAC 197-11-444. Priority 3 vessels are further prioritized as follows:

##### 5.4.1 Priority 3A

Priority 3A vessels are those vessels currently discharging, or with the potential to discharge, petroleum, oils, lubricants, solvents or other hazardous substances (see 2.6). Potential to discharge is defined as a high probability of discharge within the foreseeable future.

##### 5.4.2 Priority 3B

Priority 3B vessels are those vessels impacting any plant or wildlife species listed on a state or federal endangered, threatened, proposed, sensitive, candidate, concern or monitor list.

##### 5.4.3 Priority 3C

Priority 3C vessels are those vessels impacting any other plant or animal species afforded protection by any local, state, or federal agency.

##### 5.4.4 Priority 3D

Priority 3D vessels are those vessels impacting the culture and/or farming of food fish, shellfish, and other aquatic plants and animals in fresh water, brackish water or salt water areas. Aquaculture practices may include but are not limited to hatching, seeding or planting, cultivating, feeding, raising, harvesting of planted crops or of natural crops so as to maintain an optimum yield, and processing of aquatic plants or animals. (WAC 332-30-106)

##### 5.4.5 Priority 3E

Priority 3E vessels are those vessels impacting a marine protected area. A vessel may impact a marine protected area without being located within its boundaries.

##### 5.4.6 Priority 3F

Priority 3F vessels are those vessels impacting air quality, resulting in air that is likely to be injurious to human health, plant or animal life, or property, or which unreasonably interferes with enjoyment of life and property, but does not include contaminants emitted in compliance with applicable state statutes. (Derived from RCW 70.94.030)

5.5 Priority 4

Priority 4 vessels are those vessels, floating or sunken, that pose a direct threat to navigation. Priority 4 vessels are further prioritized as follows:

5.5.1 Priority 4A

Priority 4A vessels are those vessels blocking entrance to an embayment or other important navigation route, which causes other vessels to find other, more lengthy routes around the hazard.

5.5.2 Priority 4B

Priority 4B vessels are those vessels is in such a location that they could be a hazard to navigation but it does not lie in any navigation channel, route, or area commonly used as a navigation route.

5.5.3 Priority 4C

Priority 4C vessels are those vessels in a location such that it prohibits other vessels from entering a marina or utilizing a marina slip.

5.6 Priority 5

Priority 5 vessels are those vessels that meet the criteria of abandoned or derelict, but do not satisfy any of the criteria listed above.

## **6. Normal Removal Procedures**

6.1 Assurance of Funds

APEs are not automatically guaranteed reimbursement for derelict vessel removal operations. Authorized public entities seeking certainty in reimbursement prior to taking action under chapter 79.100 RCW must first notify the program of their proposed action and the estimated total costs. Upon notification by an APE, the DNR must make the APE aware of the status of the fund and the likelihood of reimbursement being available. The program may offer technical assistance and assure reimbursement for up to two years following the removal action if an assurance is appropriate given the balance of the fund and the details of the proposed action.

6.1.1 Requesting an Assurance of Funds

An APE seeking an assurance of funds must fill out and submit an application to the derelict vessel removal program (see Appendix D). This application contains information regarding the vessel, an estimated removal cost, a description of the removal method as well as how long the assurance is needed and why. An assurance of funds will be made based on the status of the DVRA and the priority of the vessel to be removed. Assurances can be granted for the removals of all priority 1, 2, 3, or 4 vessels, but will not be granted for priority 5 vessels.

6.1.2 Contracts

When assuring funds for a particular removal project is appropriate given the balance of the fund and the details of the proposed action, the applicant will enter into a contract with the DNR (see Appendix E). The contract will assure the funds as estimated in the application for assurance as long as the removal project is completed by the specified deadline and conditions. If the removal project is not completed prior to the deadline, the assurance of funds will no longer be valid, but the APE can still be reimbursed if funds are available at that time.

6.1.3 Progress Payments

For removal operations with an assurance of funds and a total reimbursement eligible cost over \$50,000, progress payments can be made during the removal operations for completed work.

6.2 Obtaining Custody of a Vessel

Prior to exercising its authority, the APE must first obtain custody of the vessel.

To do so, the APE must:

- a) Mail notice of its intent to obtain custody, at least twenty days prior to taking custody, to the last known address of the previous owner to register the vessel in any state or with the federal government and to any lien holders or secured interests on record. A notice need not be sent to the purported owner or any other person whose interest in the vessel is not recorded with a state or federal agency;
- b) Post notice of its intent clearly on the vessel, or if sunk the notice may be posted on its marker buoy, for thirty days;
- c) Publish its intent at least once, more than ten days but less than twenty days prior to taking custody, in a newspaper of general circulation for the county in which the vessel is located; and
- d) Post notice of its intent on the DNR's internet web site on a page specifically designated for such notices. If the APE is not DNR, DNR must facilitate the internet posting.

6.2.1 Notice Requirements

All notices sent, posted, or published in accordance with the authority granted by chapter 79.100 RCW must, at a minimum, explain:

- a) The intent of the APE to take custody of the vessel;
- b) The rights of the APE after taking custody of the vessel as provided in chapter 79.100.030 RCW;
- c) The procedures the owner must follow in order to avoid custody being taken by the APE;
- d) The procedures the owner must follow in order to reclaim possession after custody is taken by the APE, and
- e) The financial liabilities that the owner may incur as provided for in chapter 79.100.060 RCW.

6.3 Contesting Custody

A person seeking to reclaim ownership of a vessel that is in the custody of an APE may commence a lawsuit to contest the APE's decision to take custody of the vessel as described under 79.100.090. The lawsuit must be commenced in the superior court of the county in which the vessel existed when the APE took custody. The lawsuit must be started within twenty days of the date the APE took custody of the vessel under chapter 79.100.040 RCW, or the right to a hearing is deemed waived and the vessel's owner is liable for any costs owed the authorized public entity. In the event of litigation, the prevailing party is entitled to reasonable attorney's fees and costs. Notification requirements that the APE must fulfill after taking custody of a sinking vessel are different in emergency situations than under normal conditions, but the notification and rights to the owner, after temporary custody has been obtained, still apply. See Section 7.2 Emergency Authority.

6.4 Requirements for Removal

6.4.1 Custody

Custody of the vessel must be obtained prior to the removal operation unless the vessel is a priority 1. See Section 5.2 for specifics for priority 1 vessels.

6.4.2 State Environmental Policy Act (SEPA) Review

It has been determined by the Derelict Vessel Removal Program that the actual removal of abandoned and derelict vessels meets the exemption criteria under SEPA and are not subject to a SEPA review. Specifically, these operations are exempt under WAC 197-11-800 (13)(d), abating or removing a nuisance or hazard to public health and safety. This SEPA exemption does not extend to in-water disposal methods. Additionally, it was also determined (and documented with a memorandum to file) that the adoption of these guidelines are exempt from SEPA (under WAC 197-11-800(20)) as they are agency procedures that do not establish substantive decision-making criteria that will modify the environment.

6.4.3 Shoreline Permit

The shoreline permit requirements of each jurisdiction may vary. It is the responsibility of the APE conducting the removal operation to ensure the shoreline permit requirements of the jurisdiction in which the vessel is located are met. Any fees or other costs associated with obtaining a shoreline exemption, permit or substantial development permit are considered reimbursable expenses.

6.4.4 Hydraulic Project Approval

It is the responsibility of the APE conducting the removal operation to ensure the hydraulic project approval requirements of the Washington Department of Fish and Wildlife are met. Generally, any time the

abandoned or derelict vessel is in contact with the aquatic lands, an HPA will be required. An HPA may also be required if equipment used to remove the vessel is operated on the shore or aquatic lands. In the event an abandoned or derelict vessel is floating and can be towed to a boatlift and removed from the water, an HPA is not required. Any fees or other costs associated with obtaining a hydraulic project approval are considered reimbursable expenses.

6.4.5 Right of Entry

If an APE is conducting a removal operation on state-owned aquatic lands for which they do not have a leasehold interest, a right of entry from the DNR is required prior to the removal operation. Any fees or other costs associated with obtaining a right of entry are considered reimbursable expenses. A Right of Entry may be obtained through the Derelict Vessel Program Manager.

6.4.6 Federal Permits

The U.S. Army Corps of Engineer Nationwide Permit (NWP) 22 applies to the removal of vessels, including temporary structures or minor discharges of dredged or fill material required for the removal of wrecked, abandoned, or disabled vessels, or the removal of manmade obstructions to navigation. NWP 22 does not authorize the removal of vessels listed or determined eligible for listing on the National Register of Historic Places unless the District Engineer is notified and indicates that there is compliance with the "Historic Properties" general condition. NWP 22 does not authorize maintenance dredging, shoal removal, or riverbank snagging. Vessel disposal in waters of the United States may need a permit from the Environmental Protection Agency (EPA) (see 40 CFR 229.3). (Sections 10 and 404)

6.4.7 Local Permits and Authorizations

It is the responsibility of the APE conducting the removal operation to ensure that any other applicable local or state permits or authorizations are obtained prior to the commencement of any removal operations. Any fees or other costs associated with obtaining other applicable local or state permits or authorizations are considered reimbursable expenses.

6.4.8 Air Pollution Control Board

There are eight air pollution control agencies within the state of Washington (see: <http://www.ecy.wa.gov/programs/air/local.html>). The removal of derelict or abandoned vessels may or may not require a permit from a regional air pollution control agency. It is the responsibility of the APE conducting the derelict vessel removal operation to ensure that all air pollution permits are obtained prior to the commencement of any removal operations.

6.5 Use or Disposal of the Vessel

After taking custody of a vessel, the APE may use or dispose of the vessel in any appropriate and environmentally sound manner without further notice to any owners. However, preference must be given to uses that derive some monetary benefit from the vessel, either in whole or in scrap. If no value can be derived from the vessel, the APE must give preference to the least costly, environmentally sound, reasonable disposal option. Any disposal operations must be consistent with the state solid waste disposal provisions provided for in chapter 70.95 RCW.

6.5.1 Auction

If the vessel is offered at auction, a minimum bid, a letter of credit, or both may be required to discourage future re-abandonment of the vessel.

6.5.2 Proceeds of Sale

The proceeds derived from the sale of the vessel, or any of its parts, must first be applied to the costs incurred by the APE that performed the removal. If the proceeds exceed the costs incurred by the APE, the remaining money will be applied to any liens registered against the vessel. If the proceeds of the sale exceed the costs incurred by the APE and any liens against the vessel, the remaining money will be deposited into the DVRA.

6.5.3 Actions to Prevent Future Abandonment

In order to discourage future abandonment of a vessel that has been removed and sold at auction, an APE may set a minimum bid and/or require a letter of credit from the entity purchasing the vessel.

6.5.4 Ocean Disposal

Scuttling or sinking of a vessel is only permissible after obtaining the express permission of the owner or owners of the aquatic lands where the scuttling or sinking is proposed to occur, in addition to obtaining all necessary state and federal permits or licenses. The state of Washington owns all freshwater bedlands and marine water bedlands (extending 3 nautical miles off of the coast). The federal government manages the ocean bedlands from 3 – 200 nautical miles offshore (referred to as the Exclusive Economic Zone). Scuttling or sinking of abandoned and derelict vessels should only be used as a last resort when the cost of upland disposal of the vessel is prohibitively high.

6.6 Reimbursement

6.6.1 Reimbursement by Vessel Owner

The owner of an abandoned or derelict vessel is responsible for reimbursing an APE for all reasonable and auditable costs associated with the removal or disposal of the owner's vessel. These costs include, but are not limited to, costs incurred exercising the authority granted in chapter

79.100.030 RCW, all administrative costs incurred by the APE during the procedure set forth in chapter 79.100.040 RCW, removal and disposal costs, and costs associated with environmental damages directly or indirectly caused by the vessel. Reimbursement for costs may be sought from an owner who is identified subsequent to the vessel's removal and disposal.

6.6.2 Actions to Recover Reimbursement from Vessel Owner

If the full amount of all costs due to the APE is not paid within thirty days after first notifying the responsible parties of the amounts owed, the APE or the DNR may bring an action in any court of competent jurisdiction to recover the costs, plus reasonable attorney's fees and costs incurred by the APE.

6.6.3 Reimbursement from the Derelict Vessels Removal Account (DVRA)

The derelict vessel removal account was created to provide funds for reimbursement to APEs for seventy-five percent (75%) of the total reasonable and auditable costs, such as administrative, removal, disposal, and environmental damage costs of abandoned or derelict vessels when the previous owner is either unknown after a reasonable search effort or insolvent as described in RCW 79.100.100 (1). APEs may contact the Derelict Vessel Removal Program Manager at (360) 902-1100 or email at [DVRP@wadnr.gov](mailto:DVRP@wadnr.gov) for reimbursement and information. See Appendices for DVRP forms.

6.6.3.1 Reasonable Search Effort

Not all conceivable means need be used, but an honest and reasonable search effort should be made to identify and locate the owner. Where the APE possessed information regarding the owner's identity or location, but failed to follow up on that information, the APE did not make an honest and reasonable search effort necessary to allow for reimbursement by DVRA. The focus for determining if a reasonable search effort is made will be on what the APE did rather than on what the APE failed to do.

6.6.3.2 Insolvency

Generally, an individual is considered insolvent if they are unable to pay their debts as they fall due, in the ordinary course of trade and business. They may also have liabilities in excess of the reasonable market value of their assets.

6.6.4 DVRA Priorities

Priority for use of this account is for the removal of derelict and abandoned vessels that are in danger of sinking, breaking up, or blocking navigation channels, or that present environmental risks such as leaking

fuel or other hazardous substances. A reimbursement priority (as described in Section 5) is assigned each vessel as it is reported.

#### 6.6.4.1 Emergency Removal Funds

DNR will reserve \$50,000 in the DVRA specifically for the reimbursement of costs associated with the removal of priority 1 vessels. This emergency money will not be spent to reimburse vessel removals (including priority 1 vessels) until all other funds in the DVRA have been exhausted.

#### 6.6.5 Requesting Reimbursement from DVRA

Upon completion of the vessel removal and if the vessel's owner is not known or is found to be unable to pay, the removing APE may request reimbursement from the DVRA for all reimbursable expenses as shown in Section 6.8.7. The APE must fill out an application for reimbursement (see Appendix F) and submit it to the DNR for consideration.

#### 6.6.6 Funding Cycles

Funding cycles will be used by the DVRP to ensure that the highest priority vessels receive funding for removals (see Appendix G). Funding cycles will evaluate three distinct funding requests:

- a) Applications for assurance of funds for future removals;
- b) Applications for reimbursement for removals that have already taken place; and
- c) Existing assurance of funds that had previously been issued for removed vessels.

The DNR will review all funding requests on a quarterly basis. Funding requests will be reimbursed in order of the priority of the vessel removed, starting with priority 1 vessels and working down to the priority 5 vessels. In the event a completed removal operation for a priority 1, 2, 3, or 4 vessel cannot be reimbursed because DVRA funds have been exhausted, that reimbursement application will be granted an assurance of future funds. Assurance of future funds can be granted for up to two years.

When the available DVRA balance exceeds the \$50,000 emergency funds, APEs that have received an assurance of future funds for the removal of a priority 1, 2, 3, or 4 vessel will be reimbursed when their project is complete based on the date the application for reimbursement was received. The oldest applications will be reimbursed first. The estimated fund balance and the estimated funds available for removal will be adjusted and posted quarterly on the DVRP web page at:  
[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html).



6.6.7 Reimbursable Expenses

Funds from the DVRA shall be used to reimburse APEs for seventy-five percent of the total reasonable and auditable administrative, removal, disposal, and environmental damage costs of abandoned or derelict vessels when the previous owner is either unknown (after a reasonable search effort) or unable to pay as described in RCW 79.100.100(1)

6.6.7.1 Administrative Costs

All administrative costs associated with obtaining custody, removing or disposing of the abandoned or derelict vessel are considered eligible for reimbursement. This includes, but is not limited to:

- a) Actual removal and disposal costs,
- b) The cost of transporting the vessel to the disposal site,
- c) The cost of any storage prior to disposal, salvage or sale.
- d) The cost of in-kind services,
- e) Use of existing staff or equipment and
- f) The value of any volunteers used.

6.6.7.2 Environmental Damage Costs

All costs associated with environmental damages directly or indirectly caused by the abandoned or derelict vessel are considered eligible for reimbursement from the DVRA. However, the costs eligible for reimbursement by the DVRA are limited to those costs that are not reimbursed through other grants or assistance programs.

6.6.7.3 Costs of Removing Hazardous Materials

The reimbursement of costs associated with the removal and disposal of hazardous materials will be allowed. However, the costs eligible for reimbursement by the DVRA are limited to those costs that are not reimbursable through the Derelict Vessel Remedial Action Grant program administered by the DOE.

6.6.8 Multiple APEs

For abandoned or derelict vessels located within the jurisdiction of multiple APEs, the APEs can join together and divide the cost of the removal operation among them. Forming partnerships will reduce the 25% contribution for individual APEs if the project is reimbursed by the DVRA. For example, in a situation where three APEs have partnered to remove a vessel at a total cost of \$12,000, each APE would be responsible for \$4,000. 75% of the \$4,000 would be reimbursed by the DVRA, leaving only \$1,000 un-reimbursed per APE. A single APE removing the same vessel at the same cost would be responsible for \$3,000.

## **7. Emergency Removal Procedures**

### **7.1 Activating Emergency Response Procedures**

The U.S. Coast Guard and the U.S. Army Corps of Engineers will use standard emergency response procedures when activated. Emergency procedures will be used when vessels are reported to be in imminent danger of sinking, (i.e., they will sink without immediate intervention).

### **7.2 Authority**

The authority for an APE to take custody of a vessel in danger of sinking is granted in chapter 79.100.040(3) RCW. An APE may only take custody of a vessel in danger of sinking, breaking up, or blocking a navigation channel if the owner cannot be located or is unwilling to assume responsibility for the vessel. Notification requirements that the APE must fulfill after taking custody of a sinking vessel are different than under normal conditions. If a vessel is in immediate danger of sinking, breaking up, or blocking navigational channels, and the owner of the vessel cannot be located or is unwilling to assume responsibility for the vessel, an authorized public entity may tow, beach, or otherwise take temporary possession of the vessel. Before taking temporary possession of the vessel, the authorized public entity must make reasonable attempts to consult with the DNR and the United States Coast Guard to ensure that other remedies are not available. The basis for taking temporary possession of the vessel must be set out in writing by the authorized public entity within seven days of taking action and be submitted to the owner, if known, as soon thereafter as is reasonable. Immediately after taking possession of the vessel, the authorized public entity must initiate the notice provisions in RCW 79.100.040 (1). The authorized public entity must complete the notice requirements of subsection (1) before using or disposing of the vessel as authorized in RCW 79.100.050.

### **7.3 Prioritization**

Vessels in immediate danger of sinking will be given priority 1. Priority 1 vessels are described in Section 5.2.

### **7.4 Contact Requirements**

All emergency contact procedures (relative to sinking vessels) that were in place prior to the passage of RCW 79.100 remain in effect. The resulting statutes and these guidelines do not change any of the emergency contact requirements.

#### **7.4.1 Marine Emergencies**

For all marine emergencies in Puget Sound and in the Pacific Ocean north of Grays Harbor (N 47°-00'), notify the **U.S.C.G. Seattle Marine Safety Office 24-hour emergency response at (206) 217-6231**. For marine emergencies in the Pacific Ocean from Grays Harbor south and on the Columbia River, contact the **U.S.C.G. Portland Marine Safety Office 24-hour emergency response at (503) 240-9301**.

7.4.2 Reporting an Oil Spill or Spill of other Hazardous Substances

All spills or releases of oil or other hazardous substances on water or land should be reported to the **U.S. National Response Center at (800) 424-8802** and then to the **Washington State Department of Emergency Management at (800) 258-5990**. Additionally, spills may be reported to Washington Department of Ecology 24-hour Spill Response Hot line at (360) 407-6300.

7.5 Reimbursement

Following the removal of a priority 1 or 2 vessel, the APE must attempt to obtain reimbursement from the owner of the vessel. If the owner of the vessel is not known or is unable to pay, 75% of all reasonable and auditable costs, described in Section 6.8.7, associated with the removal of any priority 1 or 2 vessel will be reimbursed from existing DVRA funds and/or emergency removal funds. If DNR and/or emergency removal funds are not available, the APE will be issued an assurance of future funds, once the removing APE has applied for reimbursement.

7.5.1 Emergency Removal Funds

DNR will reserve \$50,000 in the DVRA specifically for the reimbursement of costs associated with the removal of priority 1 or 2 vessels. This emergency money will not be spent on vessel removals (including emergency vessel removals) until all other funds in the DVRA have been exhausted.

7.5.2 Assurance of Funds

If DVRA funds and emergency removal funds have been exhausted, DNR will issue an assurance of future funds to the APE requesting reimbursement for the removal of a priority 1 or 2 vessel. APEs that have received an assurance of future funds for the removal of priority 1 or 2 vessels will be reimbursed during funding cycles as described in Section 6.6.6.

## **Appendix A: Agency Contact Information**

### **Emergency Contacts**

**Spills of Hazardous Substances** - Report all spills or releases of oil or other hazardous substances on water or land to the following agencies:

- U.S. National Spill Response Center: (800) 424-8802
- Washington State Department of Emergency Management: (800) 258-5990.
- Washington Department of Ecology 24-hour Spill Response Hotline: (360) 407-6300

### **Marine Emergencies –**

- For all marine emergencies in Puget Sound and in the Pacific Ocean north of Grays Harbor (N 47°-00'), notify: U.S.C.G. Seattle Marine Safety Office, (206) 217-6231.
- For marine emergencies in the Pacific Ocean from Grays Harbor south and on the Columbia River, notify: U.S.C.G. Portland Marine Safety Office, (503) 240-9301.

### **Non-emergency Contacts**

#### **Washington State Department of Natural Resources**

Derelict Vessel Removal Program

P.O. Box 47027

Olympia, WA 98504-7027

(360) 902-1100

DVRP@wadnr.gov

[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html).

#### **U.S. Coast Guard**

Marine Safety Office Puget Sound

1519 Alaskan Way South, Bldg. 1

Seattle, WA 98134-1192

(206) 217-6200

<http://www.uscg.mil/d13/dpa/background/units/msopugetsound.html>.

#### **U.S. Coast Guard**

Marine Safety Office Portland

6767 North Basin Ave.

Portland, OR 97217

(503) 240-9315

[www.uscg.mil/d13/units/msoportland/index.html](http://www.uscg.mil/d13/units/msoportland/index.html).

#### **U.S. Army Corps of Engineers**

Seattle District Operations Division

Navigation Section

P.O. Box 3755

Seattle, WA 98124

(206) 764-3429  
<http://www.nws.usace.army.mil/>

**Department of Ecology**

Spill Prevention, Preparedness and Response  
P.O. Box 47600  
Olympia, WA 98504-7600  
(360) 407-6375

**Department of Ecology**

Remedial Action Grant Program  
P.O. Box 47600  
Olympia, WA 98504-7600  
(360) 407-6062  
[www.ecy.wa.gov](http://www.ecy.wa.gov)

**Washington Department of Fish and Wildlife**

600 Capitol Way N.  
Olympia, WA 98501-1091  
(360) 902-2200  
<http://www.wa.gov/wdfw/>

**Washington State Parks and Recreation Commission**

Boating Program  
7150 Cleanwater Lane  
P.O. Box 42650  
Olympia, WA 98504-2650  
(360) 586-6590  
<http://www.wa.parks.gov/>

**Washington Public Port Association**

Environmental Affairs Coordinator  
P.O. Box 1518  
Olympia, WA 98507-1518  
(360) 943-0760  
<http://www.washingtonports.org/>

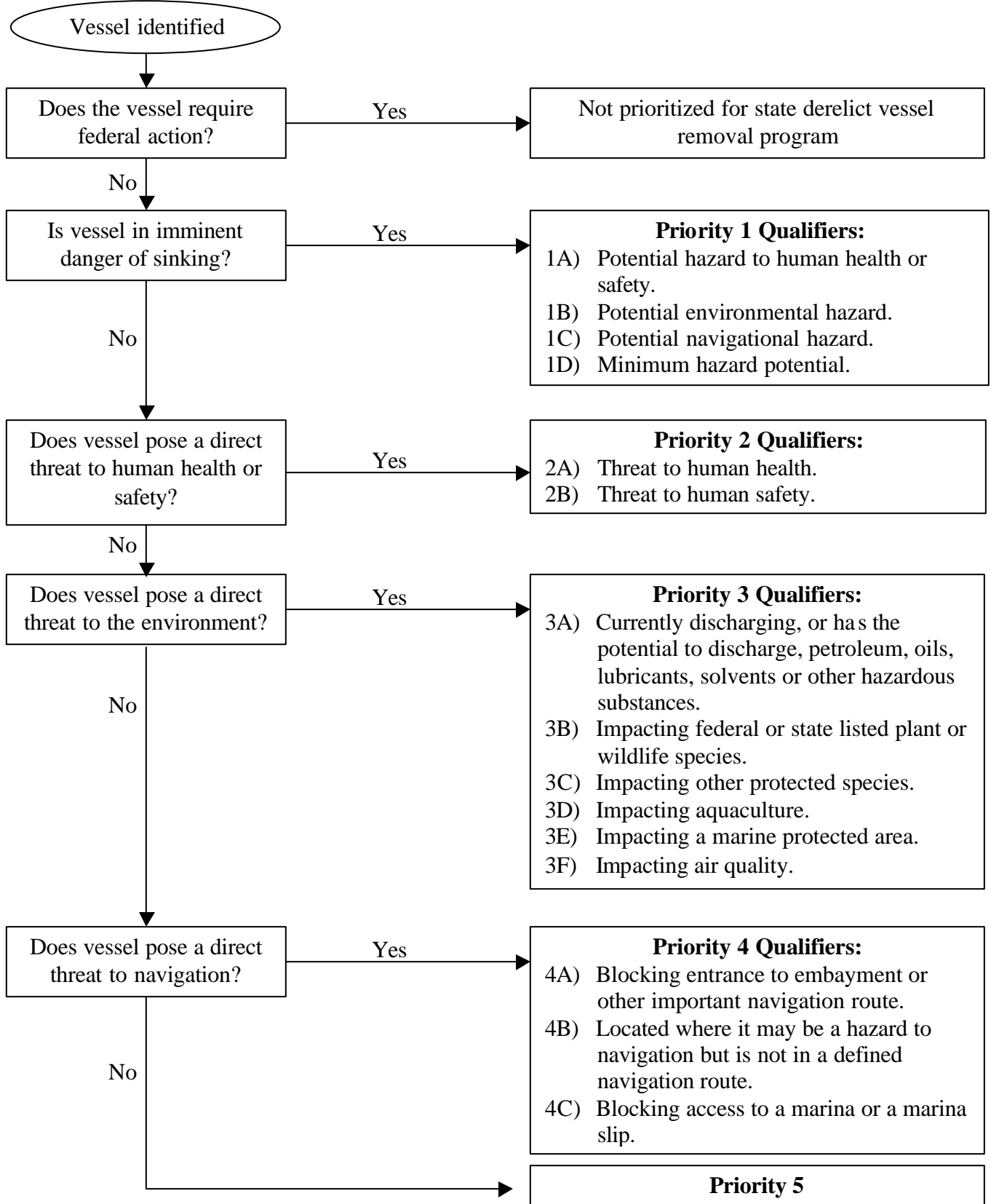
## Appendix B: Derelict Vessel Reporting Form

Complete and return this form to:  
Washington State Department of Natural Resources  
Derelict Vessel Removal Program  
PO Box 47027  
Olympia, WA 98504-7027  
Fax: (360)902-1786  
Internet: [http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)  
Email: [DVRP@wadnr.gov](mailto:DVRP@wadnr.gov)

**Instructions:** Please enter as much of the information below as possible. If information is estimated, please indicate that. **Items marked with an asterisk are required to be filled in.** Proposals for the use of the Derelict Vessels Fund for vessel removal will not be processed until the vessel has been reported to the Derelict Vessel Removal Program. Once this form has been received by the program, the derelict vessel will receive an identification number that is required on the application for removal. That number will be sent to the reporting individual unless no contact information is supplied or the reporting individual expressly requests not to be contacted.

DERELICT VESSEL INFORMATION		COUNTY
* Today's date:	* Date sighted:	Date of incident:
* Reported by:		*Phone number:
* Address:		
* General location:		
Latitude:	Longitude:	Water Depth:
* Type of hazard (check all that apply): Navigation <input type="checkbox"/> ; Human health <input type="checkbox"/> ; Environmental <input type="checkbox"/> ; Aesthetic <input type="checkbox"/> ; Other		
Vessel name:		Identification number:
Length:                feet	Beam (width):                feet	Gross tonnage:
Hull type (wood, fiberglass, etc.):	Propulsion (Power, sail, other):	Type of fuel (gas, diesel):
Estimated fuel capacity of all tanks on board: (gallons)	Estimated fuel on board when the vessel sank: (gallons)	
Other hazardous materials on board (e.g. hydraulic fluid, propane, oil) and estimated amounts:		
Vessel is located on: State-owned aquatic land . ; DNR leasehold <input type="checkbox"/> (Type                ); Private land <input type="checkbox"/> ; Other		
What government agencies have responded to this incident? <i>(Include copies of all incident reports)</i>	Summary of actions by other government agencies:	
Additional comments:		

## Appendix C: Funding Prioritization and DNR Removal Prioritization Flowchart



## Appendix D: Request for Assurance of Funds

Complete and return this form to:  
 Washington State Department of Natural Resources  
 Derelict Vessel Removal Program  
 PO Box 47027  
 Olympia, WA 98504-7027  
 Fax: (360) 902-1786 --Email: DVRP@wadnr.gov  
 Internet: [http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)

Part I – General Information		County:	
Date: _____		Derelict Vessel ID#: _____	
Reporting Form Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Photo Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Authorized Public Entity Information:</b>  APE Type: <input type="checkbox"/> County <input type="checkbox"/> DNR <input type="checkbox"/> City <input type="checkbox"/> State Parks <input type="checkbox"/> Town <input type="checkbox"/> WDFW <input type="checkbox"/> Metro Park District <input type="checkbox"/> Port District		<b>Estimated Cost of Project:</b>  1) Estimated Total Cost:            \$ _____ 2) Eligible for reimbursement:    \$ _____ 3) Cost Recovery:                    \$ _____ 4) Public/Private Contributions:    \$ _____ Total Requested*:                    \$ _____ *Total requested = (2 – 3 – 4) x .75	
APE Name            _____  Department  Address  _____		Project Period:                        _____  Project Location:  Contact Person:  Contact Phone:  Email Address:	
<b>Vessel Owner:</b>  Name                    _____  Address                _____ _____ _____  Vessel owner covered by insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No  Insurance Agency:  Policy#:		<input type="checkbox"/> <b>Property Owner or</b> <input type="checkbox"/> <b>Lessee*:</b>  Name                    _____  Address                _____ _____ _____  * Enter lessee information if property owned by state. Lessee/owner covered by insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No  Insurance Agency:  Policy#:	



[illegible]

Part III – Additional information		
The Authorized Public Entity (APE) identified on this application has read and intends to follow all procedures described under RCW 79.100 and the DVRP Guidelines.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all of the procedures under RCW 79.100.040 been completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, please outline the completion schedule:		
Has the vessel owner been found to be unable to pay?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the funding priority of this vessel?		
What is the APEs Federal Tax ID number		
Contractor retained to complete the work (if applicable):		

<b>Part IV – Certification and Agreement</b>	
<p>The undersigned representative certifies that the information submitted herewith is true and correct to the best of his/her knowledge and belief, and is authorized to sign and submit this application.</p> <p>The Applicant agrees that if reimbursement is granted on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions and with the applicable terms, conditions and provisions of the Department of Natural Resource's derelict vessel removal program guidelines.</p>	
Signature of Authorized Representative	Typed Name and Title
Date	Phone Number

### **Instructions For The Completion of This Form**

#### **Part I – General Information**

- Date: Enter the date application completed.
- Derelict vessel ID#: Enter the ID# assigned to this vessel after it was reported. If the vessel has not been reported, enter "Not yet reported".
- Reporting Form Submitted: Check "yes" if a Derelict Vessel Reporting Form has been submitted.
- Photo Available: Check yes or no if a photo of the vessel is available. Attach if available.
- Authorized Public Entity Type: Check the box that represents the type of APE requesting the assurance.
- Estimated Cost of Project:
  - 1) Enter the total estimated cost of the project.
  - 2) Enter the costs eligible to be considered for reimbursement (see 7.6.7 of the Program Guidelines).
  - 3) Enter the amount of funds recovered from the owner of the vessel or from the sale of any part of or the entire vessel.
  - 4) Enter any public or private contributions received to complete the removal of the vessel.
  - Enter the total requested funds by subtracting the amount of cost recovery and the amount of private contributions received from the costs eligible for reimbursement, and multiplying the result by 75%.
- APE Name/Department/Address: Self explanatory.
- Project Period: The project period consists of the project start date to its end date. Project start date is the date initially notification of intent to obtain custody of the vessel is posted. The end date is the estimated date of completion of the project to include disposal of the vessel.
- Project Location: Enter the general location of the project.
- Contact Person: Enter the name of the person acting as the APEs representative for the project.
- Email Address: Enter the contact's email address.
- Vessel Owner: Fill in the name and address of the owner of the vessel if known. If unknown, state "unknown". If the vessel owner is known, complete the rest of the information if known. If unknown, state "unknown".
- Lessee or Property Owner: Check whether the information is for the lessee or the property owner. If the property is owned by the state of Washington, enter the lessee. Enter the name and address of the lessee or owner of the property the vessel is on or above. This information must be determined. Entering "unknown" in this block will delay the approval of this request. Complete the rest of the information in this block if known.

## **Part II – Estimated Itemized Costs**

- For each identifiable task or work item, enter its cost and when delivery or completion of the task or work item is anticipated. Add up the cost of all items and put total in the last row.

## **Part III – Additional Information**

- APE has read and understands RCW 79.100 and the Derelict Vessel Removal Program Guidelines: Check “yes” if RCW 79.100 and the program guidelines have been read and understood. The statutes and guidelines may be obtained from the program website at:  
[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)  
or by contacting the program manager at the address and phone number shown on the first page of this application.
- Have all procedures in RCW 79.100.040 been completed: This RCW outlines the procedures for taking custody of an abandoned or derelict vessel. If custody has not been obtained, include the scheduled completion of those procedures.
- Has the vessel owner been found to be unable to pay: If the owner of the vessel is known and can be located, it must be shown that the owner is unable to pay before reimbursement can be made for the removal of the vessel. Answering “no” to this question **will not** disqualify the APE from obtaining an assurance of funds for the removal.
- What is the funding priority of this vessel: Enter the funding priority for this vessel. If the vessel has not been reported, it will not have a funding priority. If it has been reported, and you do not know its priority, contact the program manager.
- What is the APEs Federal Tax ID number: Enter the APEs federal tax ID number.
- Contractor retained to complete the work (if applicable): If a contractor has been retained to complete the work, enter the name of the contractor here.

## **Part IV – Certification and Agreement**

- This section must be completed by an authorized representative of the APE.

## **Appendix E: Assurance of Funds Contract**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES  
DOUG SUTHERLAND, Commissioner of Public Lands**

**Interagency Agreement for Derelict Vessels with**

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**Agreement No. IAA –XXXX-XXX**

This Agreement is between \_\_\_\_\_ and the Washington State Department of Natural Resources, referred to as (the DNR) for assurance of funds for derelict vessels as authorized under RCW 79.100.100.

The DNR and \_\_\_\_\_ enter into this Agreement under authority of Chapter 39.34RCW of Washington State, Interlocal Cooperation Act, and Chapter 79.100 RCW, Derelict Vessels.

The purpose of this Agreement is for DNR to assure reimbursement of expenses from the Derelict Vessel Removal Account (DVRA) for costs incurred by \_\_\_\_\_ as a result of exercising the latter's authority under RCW 79.100.030.

**IT IS MUTUALLY AGREED THAT:**

**1.01 Statement of Work.**

**2.01 Period of Performance.**

**3.01 Reimbursement.** To receive reimbursement upon completion of the removal project, the APE will submit an itemized list of all costs actually incurred to effect the removal. After receipt of that list and verification by DNR that the submitted costs are eligible for reimbursement, payment will be made to the APE. The DNR will review all funding requests on a quarterly basis. Funding requests will be reimbursed in order of the priority of the vessel removed, starting with priority 1 vessels and working down to the priority 5 vessels. In the event a completed removal operation for a priority 1, 2, 3, or 4 vessel cannot be reimbursed because DVRA funds have been exhausted, that reimbursement application will be granted an assurance of future funds. Assurance of future funds can be granted for up to two years.

**4.0 Records Maintenance.** The parties to this Agreement shall each maintain books, records, documents and other evidence, which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by both party, and the Office of the State Auditor. All books, records, documents, and

other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor and any persons duly authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**5.01 Amendments.** This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

**6.01 Termination.** Either party may terminate this Agreement by giving the other party 30 days prior written notice. If this Agreement is terminated, the terminating party shall be liable to pay only for those services provided or costs incurred prior to the termination date according to the terms of this Agreement.

**7.01 Termination for Cause.** If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

**8.01 Disputes.** If a dispute arises, a dispute board shall resolve the dispute like this: Each party to this agreement shall appoint a member to the dispute board. These board members shall jointly appoint an additional member to the dispute board. The dispute board shall evaluate the facts, contract terms, applicable statutes and rules, then determine a resolution. The dispute board's determination shall be final and binding on the parties. As an alternative to the dispute board, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330. In this case, the Governor's process will control the dispute resolution.

**9.01 Governance.** This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable State and federal statutes and rules;
- (2) Statement of Work; and
- (3) Any other provisions of the agreement, including materials incorporated by reference.

**10.01 Complete Agreement in Writing.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

**11.01 Contract Management.** The Project Coordinator for each of the parties shall be the contact person for this agreement. All communications and billings will be sent to the project coordinator.

**12.01 Project Coordinators.**

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

APE

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES

Dated: \_\_\_\_\_, 20\_\_

By: Loren Stern,

Title: Division Manager, Aquatics Resources  
Division

Address: 1111 Washington St SE  
Olympia, WA 98504-7027

Interagency Agreement  
Approved as to form  
By the Assistant Attorney General  
State of Washington

**Attachment A****ITEMIZED COSTS**

As per RCW 79.100.100, DVRA funds will be used to reimburse an authorized public entity for seventy-five percent of the total reasonable and auditable administrative, removal, disposal, and environmental damage costs of abandoned or derelict vessels when the previous owner is either unknown after a reasonable search effort or found to be unable to pay as described in RCW 79.100.100(1).

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

75% Reimbursement (DVRA)	\$0.00
25% APE Contribution	\$0.00





[illegible]

Part III – Cost Recovery	
Source	Amount
Owner of abandoned or derelict vessel	\$
Proceeds from the sale of the vessel or its parts	\$
Derelict Vessel Remedial Action Grant Program through Washington State Department of Ecology	\$
Other Grant or Assistance Cost Recovery Available? Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Total Cost Recovery	\$

<b>Part IV – Additional information</b>		
The Authorized Public Entity (APE) identified on this application has read and followed all procedures described in RCW 79.100 and the DVRP Guidelines.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the vessel owner been found to be unable to pay?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What is the funding priority of this vessel?		
What is the APEs Federal Tax ID number		
Contractor retained to complete the work (if applicable):		

<b>Part V – Certification and Agreement</b>	
<p>The undersigned representative certifies that the information submitted herewith is true and correct to the best of his/her knowledge and belief, and is authorized to sign and submit this application.</p> <p>The Applicant agrees that if reimbursement is granted on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions and with the applicable terms, conditions and provisions of the Department of Natural Resource's derelict vessel removal program guidelines.</p>	
Signature of Authorized Representative	Typed Name and Title
Date	Phone Number

### Instructions For The Completion of This Form

#### Part I – General Information

- Date: Enter the date application completed.
- Derelict vessel ID#: Enter the ID# assigned to this vessel after it was reported. If the vessel has not been reported, enter "Not yet reported".
- Reporting Form Submitted: Check "yes" if a Derelict Vessel Reporting Form has been submitted.
- Photo Available: Check yes or no if a photo of the vessel is available. Attach if available.
- Authorized Public Entity Type: Check the box that represents the type of APE requesting the assurance.
- Actual Cost of Project:
  - 1) Enter the total actual cost of the project.
  - 2) Enter the costs eligible to be considered for reimbursement (see 7.6.7 of the Program Guidelines).
  - 3) Enter the amount of funds recovered from the owner of the vessel or from the sale of any part of or the entire vessel.
  - 4) Enter any public or private contributions received to complete the removal of the vessel.
  - Enter the total requested funds by subtracting the amount of cost recovery and the amount of private contributions received from the costs eligible for reimbursement, and multiplying the result by 75%.
- APE Name/Department/Address: Self explanatory.
- Project Period: The project period consists of the project start date to its end date. Project start date is the date initially notification of intent to obtain custody of the vessel is posted. The end date is the estimated date of completion of the project to include disposal of the vessel.

- Project Location: Enter the general location of the project.
- Contact Person: Enter the name of the person acting as the APEs representative for the project.
- Email Address: Enter the contact's email address.
- Vessel Owner: Fill in the name and address of the owner of the vessel if known. If unknown, state "unknown". If the vessel owner is known, complete the rest of the information if known. If unknown, state "unknown".
- Lessee or Property Owner: Check whether the information is for the lessee or the property owner. If the property is owned by the state of Washington, enter the lessee. Enter the name and address of the lessee or owner of the property the vessel is on or above. This information must be determined. Entering "unknown" in this block will delay the approval of this request. Complete the rest of the information in this block if known.

## **Part II –Actual Itemized Costs**

- For each identifiable task or work item, enter its cost and when delivery or completion of the task or work item. Add up the cost of all items and put total in the last row.

## **Part III – Cost Recovery**

- Owner of abandoned or derelict vessel: Enter the amount recovered from the owner of the vessel.
- Proceeds from the sale of the vessel or its parts: Enter any money derived from the sale of the vessel in whole or in part.
- Derelict Vessel Remedial Action Grant Program: Enter any funds received from the Department of Ecology's Derelict Vessel Remedial Action Grant Program.

## **Part IV – Additional Information**

- APE has read and understands RCW 79.100 and the Derelict Vessel Removal Program Guidelines: Check "yes" if RCW 79.100 and the program guidelines have been read and understood. The statutes and guidelines may be obtained from the program website at:  
[http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)

or by contacting the program manager at the address and phone number shown on the first page of this application.

- Have all procedures in RCW 79.100.040 been completed: This RCW outlines the procedures for taking custody of an abandoned or derelict vessel. If custody has not been obtained, include the scheduled completion of those procedures.
- Has the vessel owner been found to be unable to pay: If the owner of the vessel is known and can be located, it must be shown that the owner is unable to pay before reimbursement can be made for the removal of the vessel. Answering "no" to this question could delay reimbursement to the APE.
- What is the funding priority of this vessel: Enter the funding priority for this vessel. If the vessel has not been reported, it will not have a funding priority. If it has been reported, and you do not know its priority, contact the program manager.
- What is the APEs Federal Tax ID number: Enter the APEs federal tax ID number.
- Contractor retained to complete the work (if applicable): If a contractor has been retained to complete the work, enter the name of the contractor here.

## **Part V – Certification and Agreement**

- This section must be completed by an authorized representative of the APE.

## **Appendix G: Reimbursement Processing Flowchart**

### **Instructions**

- Vessels are prioritized for funding based on the prioritization criteria.
- Requests for funds (including both assurances of funds before removals take place, and reimbursements for completed removals) are received and reviewed during a quarterly review period. Only those requests for funds received during the review period or carried over from a previous review period will be processed.
- Requests for funds are run through the key starting with the highest priority vessel first, working towards the lowest priority vessel.
- Before a removal operation can be reimbursed, the APE conducting the removal must demonstrate that the owner of the vessel is not known or is unable to pay.

1. Request is for:
  - A. Completed removal → go to 2.
  - B. Future Removal → go to 6.
2. Existing DVRA funds:
  - A. Were previously assured (encumbered) for this removal → *Reimburse the cost of removal from existing DVRA funds – END.*
  - B. Were not previously assured for this removal → go to 3.
3. Available DVRA balance:
  - A. Is large enough to cover the cost of this removal → *Reimburse the cost of removal from existing DVRA funds – END.*
  - B. Is not large enough to cover the cost of this removal → go to 4.
4. Vessel removed is a:
  - A. Priority 1 → go to 5.
  - B. Priority 2, 3, or 4 → *Assure reimbursement from future DVRA funds – END.*
  - C. Priority 5 → Go to 6
5. Emergency DVRA funds:
  - A. Will cover actual costs of removal → *Reimburse the cost of removal from emergency DVRA funds – END.*
  - B. Will not cover actual costs of removal → *Assure reimbursement from future DVRA funds – END*
6. Vessel is a:
  - A. Priority 1, 2, 3, or 4 → go to 7.
  - B. Priority 5 → *No assurance of existing or future funds authorized – END.*
7. Available DVRA balance:
  - A. Will cover actual costs of removal → *Assure cost of removal from existing DVRA funds – END.*
  - B. Will not cover actual costs of removal → *Assure reimbursement from future DVRA funds – END.*

## Appendix H: Change in Primary Responsibility Request Form

Complete and return this form to:  
 Washington State Department of Natural Resources  
 Derelict Vessel Removal Program  
 PO Box 47027  
 Olympia, WA 98504-7027  
 Fax: (360) 902-1786 --Email: DVRP@wadnr.gov  
 Internet: [http://www.dnr.wa.gov/htdocs/aqr/derelict\\_vessel/index.html](http://www.dnr.wa.gov/htdocs/aqr/derelict_vessel/index.html)

Part I – General Information	
Date: _____	Derelict Vessel ID#: _____
Reporting Form Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Photo Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authorized Public Entity Information:</b>  APE Type: <input type="checkbox"/> County <input type="checkbox"/> DNR <input type="checkbox"/> City <input type="checkbox"/> State Parks <input type="checkbox"/> Town <input type="checkbox"/> WDFW <input type="checkbox"/> Metro Park District <input type="checkbox"/> Port District	<b>Vessel Owner:</b>  Name _____ Address _____ _____ _____ Vessel owner covered by insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance Agency: _____ Policy#: _____
APE Name _____ Department _____ Address _____ _____	<input type="checkbox"/> <b>Property Owner or</b> <input type="checkbox"/> <b>Lessee*:</b> Name _____ Address _____ _____ _____ Lessee/owner covered by insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance Agency: _____ Policy#: _____ * Enter lessee information if property owned by state.

**Part II – Justification for Change of Primary Responsibility**

☐ Ability of the Primary APE to Fund the Removal

☐ Technical Complexity of the Removal

☐ Other Reasons

**Part III – Certification and Agreement**

The undersigned representative certifies that the information submitted herewith is true and correct to the best of his/her knowledge and belief, and is authorized to sign and submit this application.

The Applicant agrees that if reimbursement is granted on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions and with the applicable terms, conditions and provisions of the Department of Natural Resource's derelict vessel removal program guidelines.

Signature of Authorized Representative

Typed Name and Title

Date

Phone Number

## **Instructions For The Completion of This Form**

### **Part I – General Information**

- Date: Enter the date application completed.
- Derelict vessel ID#: Enter the ID# assigned to this vessel after it was reported. If the vessel has not been reported, enter “Not yet reported”.
- Reporting Form Submitted: Check “yes” if a Derelict Vessel Reporting Form has been submitted.
- Photo Available: Check yes or no if a photo of the vessel is available. Attach if available.
- Authorized Public Entity Type: Check the box that represents the type of APE requesting the assurance.
- Estimated Cost of Project:
  - 1) Enter the total estimated cost of the project.
  - 2) Enter the costs eligible to be considered for reimbursement (see 7.6.7 of the Program Guidelines).
  - 3) Enter the amount of funds recovered from the owner of the vessel or from the sale of any part of or the entire vessel.
  - 4) Enter any public or private contributions received to complete the removal of the vessel.
  - Enter the total requested funds by subtracting the amount of cost recovery and the amount of private contributions received from the costs eligible for reimbursement, and multiplying the result by 75%.
- APE Name/Department/Address: Self explanatory.
- Project Period: The project period consists of the project start date to its end date. Project start date is the date initially notification of intent to obtain custody of the vessel is posted. The end date is the estimated date of completion of the project to include disposal of the vessel.
- Project Location: Enter the general location of the project.
- Contact Person: Enter the name of the person acting as the APEs representative for the project.
- Email Address: Enter the contact’s email address.
- Vessel Owner: Fill in the name and address of the owner of the vessel if known. If unknown, state “unknown”. If the vessel owner is known, complete the rest of the information if known. If unknown, state “unknown”.
- Lessee or Property Owner: Check whether the information is for the lessee or the property owner. If the property is owned by the state of Washington, enter the lessee. Enter the name and address of the lessee or owner of the property the vessel is on or above. This information must be determined. Entering “unknown” in this block will delay the approval of this request. Complete the rest of the information in this block if known.

### **Part II – Estimated Itemized Costs**

- For each identifiable task or work item, enter its cost and when delivery or completion of the task or work item is anticipated. Add up the cost of all items and put total in the last row.

### **Part III – Certification and Agreement**

- This section must be completed by an authorized representative of the APE.